
CONTRACTOR QUESTIONS AND GOVERNMENT ANSWERS**RE: MDA210-00-Q-0014**

Q.1 Request clarification for section 9.1.2. Should 9.1.2.2 read, “PART II, TECHNICAL” in keeping with the outline at the top of page 6? In addition, should 9.1.2.3 read, “PART III, PAST PERFORMANCE” and 9.1.2.4 read, “PART IV, PRICE?”

A.1 See Amendment 001.

Q.2 Section 10 it states, “All required courses must be available under GSA schedule.” Should we interpret this to mean that successful proposals must include all courses required in Appendix A? Or, should we interpret this to mean that all required courses must be available under the GSA schedule should the Government decided to issue multiple agreements to Contractor(s) holding GSA Schedule #69?

A.2 That all required courses must be available under the GSA schedule should the Government decided to issue multiple agreements to Contractor(s) holding GSA Schedule #69? See Amendment 001.

Q.3 In section 11.1.1 we request acknowledgement that your use of the word “consecutive” refers to classes conducted in sequence (one after the other) rather than concurrently or simultaneously.

A.3 It means concurrently or simultaneously. See Amendment 001.

Q.4 In section 11.1.2, the RFQ states that the “Contractor shall indicate the percentage of government cancellations occurring in those previous government contracts.” Please clarify if this is a request for the number of times that the government cancelled on the Contractor or the number of times that the Contractor cancelled on the government.

A.4 See Amendment 001.

Q.5 Requests clarification in section 11.1.4. The RFQ states, “the contractor must demonstrate but not be limited to; identification of whether the contractor has enough in-house personnel to expeditiously execute stated training.” Please define “expeditiously” and “in-house”.

A.5 Do you have enough instructors available for each course to be able to teach the that course at all of the DFAS locations at the same time?

Q.6 Section 11.3.1 references page 17. Is there a page 17 or should this read page 16?

A.6 See Amendment 001.

Q.7 Section 11.3.2 states that the Government will provide training locations and training material. Please confirm that this means that the Government will provide a classroom facility, flip charts, overhead projector, screens, podiums and computers (when computers are needed). Please define training materials. We construe training materials to mean course texts, which are part of our proprietary off the shelf materials provided to each student.

A.7 This means that the Government will provide a classroom facility, flip charts, overhead projector, screens, podiums and computers (when computers are needed). The government will not be providing the actual course material to the students the contractor will have that responsibility. See Amendment 001.

Q.8 In section 3.3, the Government indicates cities in which the Government may request training. In order to provide a price quote for travel, we request the frequency for each course in each city per year.

A.8 We do not know how often or when this training will be needed, therefore, we can not provide the frequency.

Q.9 In section 3.4, the Government indicates in the SOW that OCONUS travel may be required. Will the Government issue travel orders when OCONUS travel is requested in order to help reduce overseas travel costs by utilizing BOQ or other Government housing when available?

A.9 No. See Amendment 001.

Q.10 Please clarify what is meant by a “standard toolset and methodology” in section 3.5.

A.10 The courseware should be configured and presented in a standard format. See Amendment 001.

Q.11 In section 4.1, the SOW indicates that the Government POC will collect the evaluations. In order to ensure our ability to provide quality training, we request a copy of the evaluations sent back with the instructor. Will the Government make this copy available to the instructor prior to the instructor’s departure from the class site?

A.11 Yes. See Amendment 001.

Q.12 In section 4.2, the SOW indicates that the Government POC will collect the roster. In order to provide certificates of attendance and to comply with NASBA's requirement for issuing CPE's, we will need a copy of the roster/attendance sheet to be sent back with the instructor. Will the Government make this copy available to the instructor prior to his or her departure?

A.12 Yes. See Amendment 001.

Q.13 Please clarify what is meant in 5.3 of the SOW by, "The Government will set up the classrooms." We take this to mean that the classroom will have a table and chair for each student configured in a classroom style setup with the equipment requested in question 7 setup for the instructor's use.

A.13 It means that the classroom will have a table and chair for each student configured in a classroom style setup with the equipment requested in question 7 setup for the instructor's use.

Q.14 In section 5.4 the SOW indicates that the names and phone numbers of Government personnel assigned to coordinate assistance will be provided prior to performance. Will these names and alternate contacts be provided at least 4 weeks prior to the course start date?

A.14 Yes.

Q.15 Our classes normally run from 8-4 with 1 hour for lunch and two 15-minute breaks. This schedule can be adjusted to conform to normal operating hours provided the total training time does not exceed 6.5 contact hours. Does this meet with the expectations indicated in section 7.0?

A.15 Yes.

Q.16 In order to increase efficiency and reduce administrative costs, can a ceiling for ticket costs be pre-approved for each city?

A.16 See Amendment 001.

Q.17 What are the major topics for the Contracting Officer's Workshop and the Civilian Travel Regulations Workshop? We wish to be certain that our courses for these subjects adequately cover the required topics.

A.17 We didn't ask for a course for Contracting Officers Workshop. The Civilian Travel Regulations course should include the following: Allowable TDY and PCS Costs, IRS reporting requirements for relocation allowances, Storage allowance calculations, travel advances, travel related leave entitlements, etc.

Q.18 If a course is not currently on the GSA schedule but has been submitted to GSA for inclusion within the schedule, will that course be considered for the purposes of awarding this contract?

A.18 The Courses must be on GSA Schedule at time of Award.

Q.19 In section 12.1, the RFQ states that the contractor may submit an invoice after every class, however the Terms and Conditions require a summary invoice for the specific call monthly. These appear to be in conflict. Please clarify.

A.19 A monthly invoice is preferred. See [Amendment 001](#).

Q.20 Form 1449 requests pricing based on course length. This contradicts the RFQ's requirement that all required courses must be available under the GSA schedule. Our GSA pricing is based on the course not the course's length. In addition, the RFQ indicates that class size will vary between 10 and 30 students. Our GSA schedule prices allow for a more detailed cost proposal than the Form 1449 since there is an incremental price reduction for each student beyond the minimum class size. Given these points, is submission of the GSA schedule an appropriate alternative to submitting a completed 1449 form?

A.20 [Provide pricing per the labor category, per the Schedule. If more explanation is needed, the contractor may provide.](#)

Q.21 The 1449 form requests travel costs. In order to estimate travel costs, we will need the frequency for each course in each city per year. (See question 8 above) 11.1.3 indicates that the contractor shall be responsible for securing any required personnel clearances, as needed at the various locations. In 9.0, however, the SOW indicates that no clearance is required for this activity. Please clarify if security clearances will be required.

A.21 [None of our sites are secured areas. However, OCONUS sites may require additional personnel clearances, VISA's, etc.](#)

Q.22 Page 2-3 – Is it correct to assume that the unit price and the amount on one line item should be equivalent, or should we assume that a “unit” is a day?

A.22 [Unit is each, per the CLIN/SLINs.](#)

Q.23. Page 5, Paragraph 8.1 – Is it correct to assume that the anticipated number of iterations provided refers to total iterations (all courses combined), rather than total iterations per course?

A.23 It refers to the total iterations (all courses combined)

Q.24 Page 12, Paragraph 3.5 – Is the BPA limited to classroom taught instruction only, or will computer-based or web-based training be considered as a delivery methodology?

A.24 If you have computer or web based applications, we would consider using them

Q.25 Page 12, Paragraph 5.4 – Will the government bear the cost of reproducing training materials when necessary?

A.25 No. This is the responsibility of the Contractor to provide all course materials.

Q.26 Is the number of instructors delivering training for one iteration of a course at the discretion of the contractor?

A.26 No.